



1773 Beacon St., Brookline, MA 02445 617-738-4631

Emergency Situation Information for Corner Co-op Families

This document outlines emergency preparedness and evacuation procedures at Corner Co-op Nursery School. If you have any questions or concerns, please contact us.

What parents should know about Corner Co-op's emergency preparedness:

- We have evacuation plans posted in each classroom area. In an emergency, we exit through the Courtyard door, or an alternate exit door if the Courtyard door is blocked by fire or other conditions.
- We record school attendance daily and any absences are logged. The total number of children in attendance is always noted.
- We have two emergency knapsacks (kept to the right of the large turquoise cabinet near the desk), containing the following items: water, diapers and wipes, first aid pack, flashlight, tissues, a pen, toilet paper, a copy of our medical emergency numbers, a radio with extra batteries, a blanket, some food, and books to read to the children.
- We conduct evacuation drills several times a year, varying the times of day they are held. We keep a log of the date, time and effectiveness of each drill.

Basic Evacuation Plan, when an immediate evacuation of the building is required:

- We collect all the children, take the emergency knapsacks and exit through the Courtyard door. The lead staff person is in charge, and is assisted by other adults at the school that day.
- We take roll call in the Courtyard using the day's attendance sheet, checking the number of children on the sheet with the number of children safely evacuated. A designated staff person leaves the building last and checks for any stragglers.
- We then proceed to our designated meeting place:
- In good weather, we go through the field with the children to the playground. In bad weather, we walk to the Runkle School, 50 Druce St., (we walk up Dean Rd. to Druce St.) 617-879-4650.
 - Whether we contact parents immediately after safely reaching the playground or the Runkle School, or at the end of the school day, depends on the nature and severity of the emergency. If we determine that parents (or their listed back-ups) should pick up their children as soon as possible,

one adult in the group is charged with calling every child's parent or back-up, which may be done by cell phone or a nearby landline phone. Parents would pick up their children from the park (which you can get to by walking down the alleyway at the break in the sidewalk next to 1801 Beacon St.) or the Runkle School, if necessary.

Obviously, emergencies may vary in nature, and we have different plans for different kinds of emergencies. Procedures include the following:

- If the safety of the church building is compromised in any way, we evacuate the building as described above.
- If an environmental hazard occurs, such as a chemical spill, and the church is the safest location for the children, then we keep everyone in a safe location inside the building.
- If the park or Runkle School building is unsafe, Corner Co-op staff, likely in consultation with town authorities, determines the safest location for the children, given the circumstances.

In all cases, parents should assume that the staff of Corner Co-op is responsible for the safety of all children until they are released to their parents or authorized back-up contacts. Our primary concern in an emergency is the immediate safety of all the children. Once the children are settled in a safe location, our second concern is contacting parents or back-ups so you may pick up your children. Please ensure that the back-up contact names and numbers we have for your child are current and accurate, so if you are not available, we can reliably reach them. *We cannot release the children to people who are not authorized, by your signature, on the emergency consent form.*

Should neither parents nor back-ups be available, the director or other staff members will care for any and all children until a parent or back-up is found and comes to pick up the child. The attached form authorizes this extension of care. Please fill it out and return it to us as soon as possible.

We sincerely hope that Corner Co-op will never experience an emergency of any kind, let alone one requiring the procedures outlined here. But we want to reassure you that we are as prepared and equipped as possible for any emergency event. If you think we've overlooked something, or you have any concerns, please let us know.

Thanks.

Beth Mahar

Elliott O'Connor

Teacher- Director

Board President

Please keep this letter as a handy reference!

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Authorization for Care During an Emergency

In the event of an emergency requiring evacuation of the school, should staff be unable to contact me or my child's designated back-ups for pick up, I authorize Corner Co-op staff to take care of my child until I or my authorized back-up person is available.

Child's Name: _____

Parent's Name _____ Parent's Name _____

Signature _____ Signature _____

Date _____ Date _____